



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

## **EXAMINATION ANNOUNCEMENT**

**DEPARTMENT:** MOTOR VEHICLES

**DIVISION:** ADMINISTRATIVE SERVICES DIVISION

**POSITION TITLE:** CEA 1  
CHIEF, HUMAN RESOURCES BRANCH

**SALARY:** \$5768 - 7324

**FINAL FILING DATE:** December 15, 2004

### **DUTIES/RESPONSIBILITIES**

Under the administrative direction of the Deputy Director, Administrative Services Division (ASD), this position is responsible for administering the department's human resources and labor relations programs. This includes, but is not limited to: developing and implementing human resources policies and procedures; directing, developing and recommending departmental labor relations policies and programs; providing consultative services to the directorate and top administrative staff regarding human resources management policies and procedures; and representing the department in dealing with control agencies, employee unions, and monthly Ad Hoc and Personnel Management liaison meetings with other state agencies.

This position is responsible for identifying and implementing long range plans to address the department's human resource needs necessary to support the department's mission and Strategic Business Plan. This includes developing and administering an effective classification plan; negotiating with employee organizations, exploring the use and application of new human resources technology; developing more effective examining tools, techniques, and approaches; and developing strategies to reduce/contain workers' compensation costs.

Overall, this position manages the department's Workers' Compensation, Wellness, Employee Assistance, Return-to-Work, Selection Services, Classification and Pay, Labor Relations and Payroll and Benefits transactions programs and approves and signs all disciplinary actions.

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### **DESIRABLE QUALIFICATIONS**

**Desirable Qualifications include:**

- Broad experience in state personnel management;
- Extensive background in personnel management areas such as classification and pay, selection, personnel transactions, workers compensation, safety and wellness;
- Strong verbal and written communication skills;
- Excellent leadership ability;
- Familiarity and ability to deal with state control agencies, particularly the Department of Personnel Administration, the State Personnel Board, and the State Controllers office;
- Ability to gain the confidence of departmental management regarding personnel management advice given;
- Ability to assist the department to innovatively approach personnel challenges in the 21<sup>st</sup> century, including management succession.

**MINIMUM QUALIFICATIONS**

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management.

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**MINIMUM QUALIFICATIONS CONTINUED**

- (2) Ability to plan, organize, and direct the work of multi-disciplinary, professional, and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a

wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively promote equal opportunity in employment.

These knowledges and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer, in the State service, other governmental settings or in a private organization).

## **FILING INSTRUCTIONS**

All interested applicants must submit:

- A standard original State application (Form 678).
- A Statement of Qualifications. This *Statement of Qualifications* is to be a discussion of the candidates' education and experience that would qualify them for this position. The *Statement* should be no more than two pages in length.

The application and Statement of Qualifications are to be submitted to:

Department of Motor Vehicles  
Selection Services Unit  
2570 24<sup>th</sup> Street  
1st Floor Lobby - Examination Drop Box  
Sacramento, CA 95818

Or mail to

Department of Motor Vehicles  
Selection Services Unit  
P.O. Box 932315 – Mail Station G208  
Sacramento, CA 94232-3150

Applications and Statement of Qualifications must be **received or postmarked by the final filing date of December 15, 2004.**

Questions regarding this examination should be directed to Maria Anderson at (916) 657-5764 or CALNET 437-5764. California Relay Telephone Service for the deaf or hearing impaired from TDD Phones: 1-800-735-2929; from voice phones: 1-800-735-2922.

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## **EXAMINATION INFORMATION**

The applications and *Statement of Qualifications* will be reviewed by a screening committee. Using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their personal qualifications and experience. Interviews may be conducted with the most qualified applicants. All accepted applicants will be notified of their final score.

The results of this examination may be used to fill subsequent vacancies in this position if they occur within the next twelve months or a new examination may be scheduled.

**BULLETIN RELEASE DATE: November 19, 2004**